

# Claim Corrections

A claim that is resubmitted by a sponsor after CNFS returned it for corrections is a *corrected claim*. A corrected claim is also a claim produced when CNFS advises the sponsor's representative by telephone that a claim must be corrected before it can be processed.

## **Corrected claims should not be confused with adjusted claims.**

A claim will be returned for a correction if it is not properly completed. The following errors are why a claim would be returned for a correction:

- Sites reported exceed approved sites.
- Data are missing.
- Average daily participation exceeds enrollment.
- Summations do not equal total.

A correction letter will be sent along with the returned claim outlining the errors and instructions for resubmitting the claim.

When correcting a claim to be resubmitted to CNFS, a sponsor's claim preparer should take the following steps.

1. Write "correction" on the top of the claim.
2. Include the batch number provided in the correction letter.
3. Mark box A in Item 3. A corrected claim is still an original claim.
4. Fill out the claim completely. No data may be missing.
5. Place zeros in spaces where data were previously reported and no change has occurred. (Day Care Homes claims must not have blank spaces; all spaces not reporting data should be filled in with zeros).
6. Provide an original signature and date on the claim.

**Note:** Corrections to a claim cannot be made by CNFS staff by way of a telephone conversation. All claim corrections must be made by submitting an original signed corrected claim.

If a correction to your claim is required, payment will be delayed by at least three weeks. If a valid correction is not received from the sponsor by the requested date, the claim will not be paid.